

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH06421299</u>	DATE POSTED: <u>06/30/21</u>
POSITION NO: <u>244820</u>	CLOSING DATE: <u>07/14/2021 by 5pm</u>
POSITION TITLE: <u>Senior Programs and Projects Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>Navajo Epidemiology Center/ Window Rock</u>	
WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input type="checkbox"/> GRADE/STEP: <u>BJ67A</u>
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>56,584.80</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u> </u> \$ <u>27.10</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/> <u>12 months</u>

DUTIES AND RESPONSIBILITIES:

Work closely and collaboratively with Northern Arizona University/Navajo Epidemiology Center project team to support the Navajo Behavioral Risk Factor Surveillance Survey project, including, assessment of the impact of the Healthy Diné Nation Act to evaluate changes in health behaviors from data collected by the Navajo Nation Health Survey (NNHS). Primary responsibility is to supervise and coordinate health data collection through in-person interviews. Provide high level support and assistance to program/project management in administering the Navajo Nation Health Survey. Provide leadership assistance and deliver related training to project data collectors. Review and interpret policies and procedures of the survey instrument (explain consent form, secure survey participant signatures, and maintain complete and accurate inventory tracking log of all participants). Participate in department, project and Navajo Nation Human Research Review Board meetings. Assist with the preparation of meetings and events related to the program/project goals. Other responsibilities include coordinating communication within team and across project partners and associated coordination tasks that arise during the project lifecycle.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public Health or Health Administration or a closely related field; and six (6) years of responsible program related administrative experience; or an equivalent combination of education and experience.

Special Requirements:

- A current valid State Driver's License and Vehicle Insurance is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Certification to operate a Government Service Administration vehicle is required. Use of personal vehicle to and from worksite is required. Senior Programs and project Specialist must follow CDC guidelines to prevent the spread of COVID-19. Senior programs and project specialist will travel to randomly selected households within the Chinle and Shiprock agencies of the Navajo Nation. Knowledge of research methods and practices. Knowledge of conducting in-person interviews. Knowledge of Navajo customs and traditional practices. Strong communication and ability to speak both English and Navajo languages, and write English. Multi-task skills during face-to-face interview include: obtain informed consent approval; ask questions as scripted on survey questionnaire; record responses; listen carefully, attention to detail. Ability to follow detailed instructions. Ability to keep information confidential at all times of the data collection procedure. Ability to read GIS maps and use of a handheld GPS receiver to assist in locating houses by GPS coordinates in populated and rural areas.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.